Configure Microsoft Outlook for first.last@vawg.cap.gov Email Account Procedure
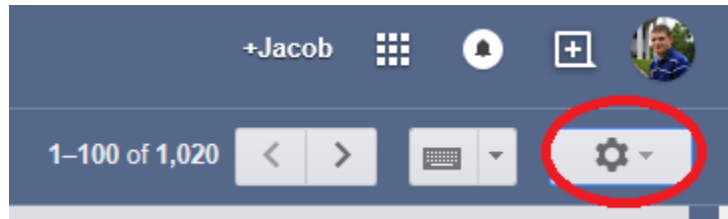
1. First, you must **enable IMAP** for your email account.
   a. Log-in to the web-version of your email by going to www.gmail.com
      i. When prompted, put in your full vawg.cap.gov email for username and your password
   b. At the email screen, click on the gear in the upper-right hand corner and then click on **Settings** from the drop-down menu (see red circle below).
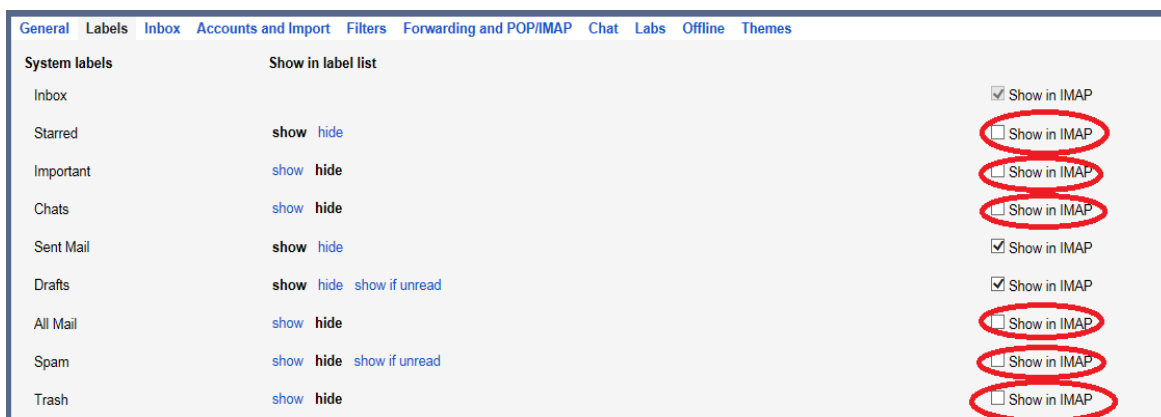

   c. Click on the **Forwarding and POP/IMAP** tab.
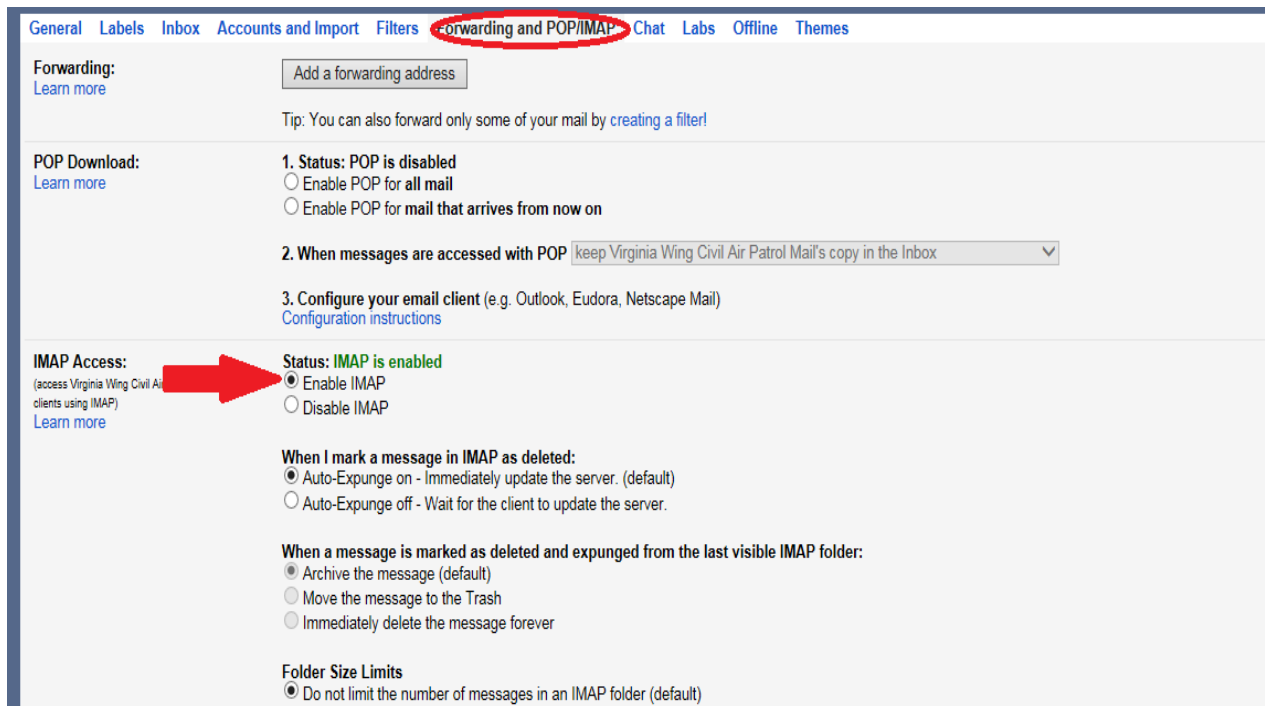
   d. Change the radio button for IMAP Access to **Enable IMAP**
   e. Scroll to the bottom of the page and click **Save Changes**
2. We will adjust the "Labels" in Gmail so that you will only see the right "folders" in Outlook.
   a. From your inbox screen, click on the gear and go to settings again
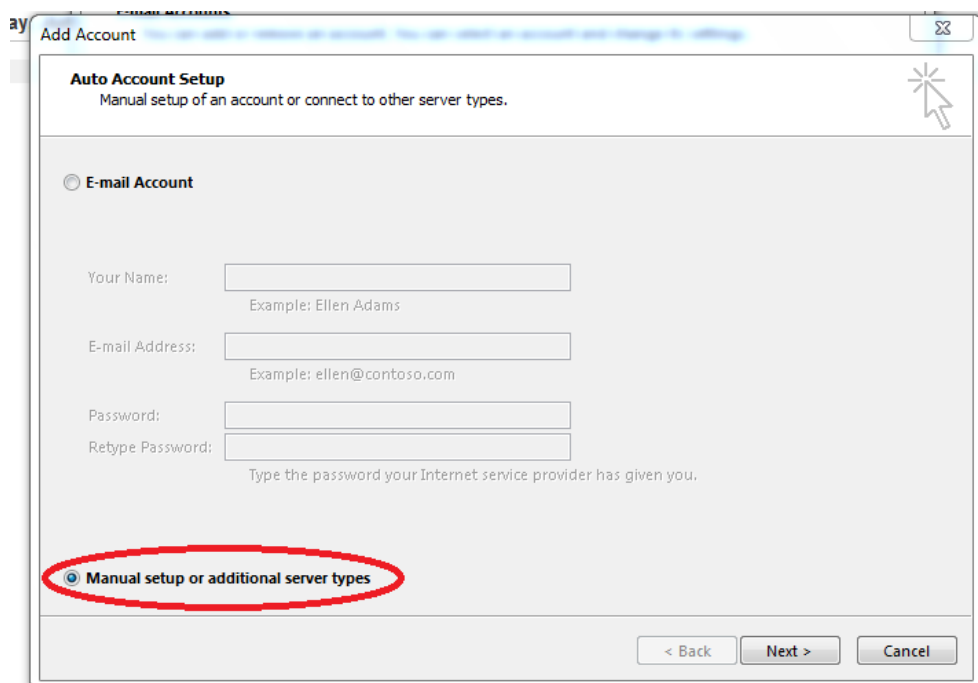
b. Click on the **Labels** tab

c. **Un-check** the **Show in IMAP** box for
    i. Starred
    ii. Important
    iii. Chats
    iv. All Mail
    v. Spam
   vi. Trash

d. You may now close your web browser window.

3. Open Microsoft Outlook

a. If this is your first time opening Outlook, it will automatically ask you to add an account. If you have opened Outlook before, click File, then click Account Settings under the info tab and then click Account Settings again. Under email, click new.

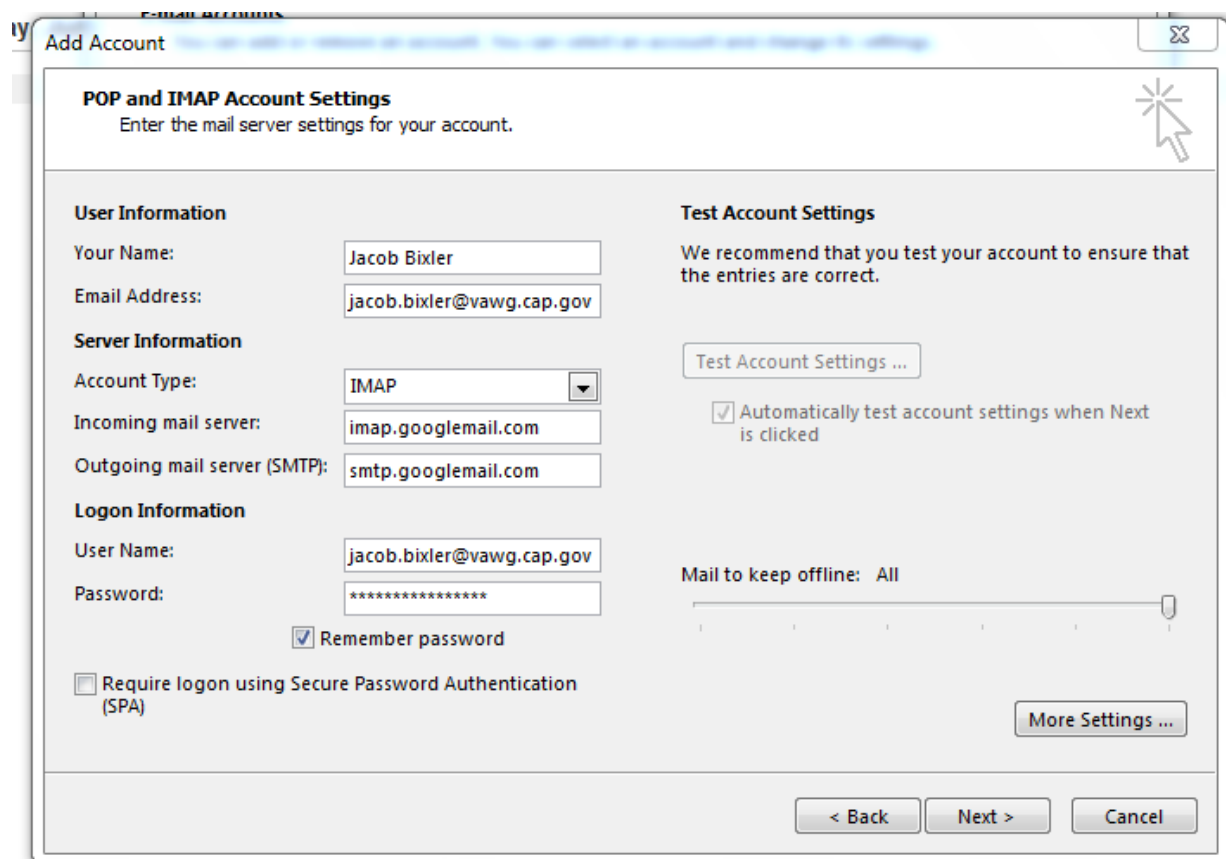b. Click the radio button for **Manual setup or additional server types**

    c.   On the choose service screen, select the **POP or IMAP** radio button.
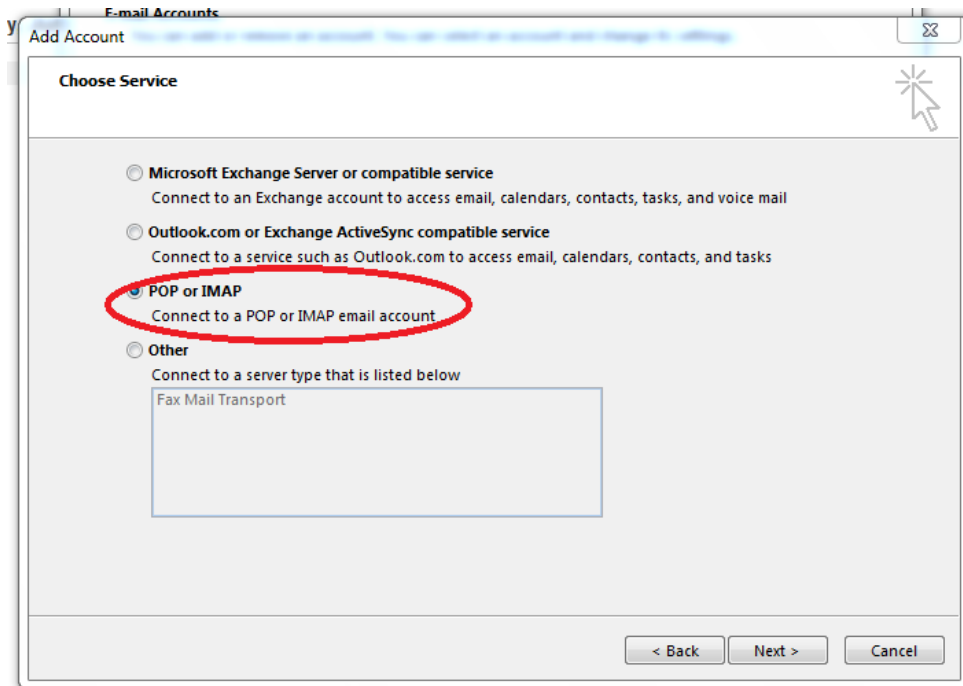
   d.   Use the screenshot below to input the proper settings.

e. Click on the **More Settings** box in the right-hand corner.
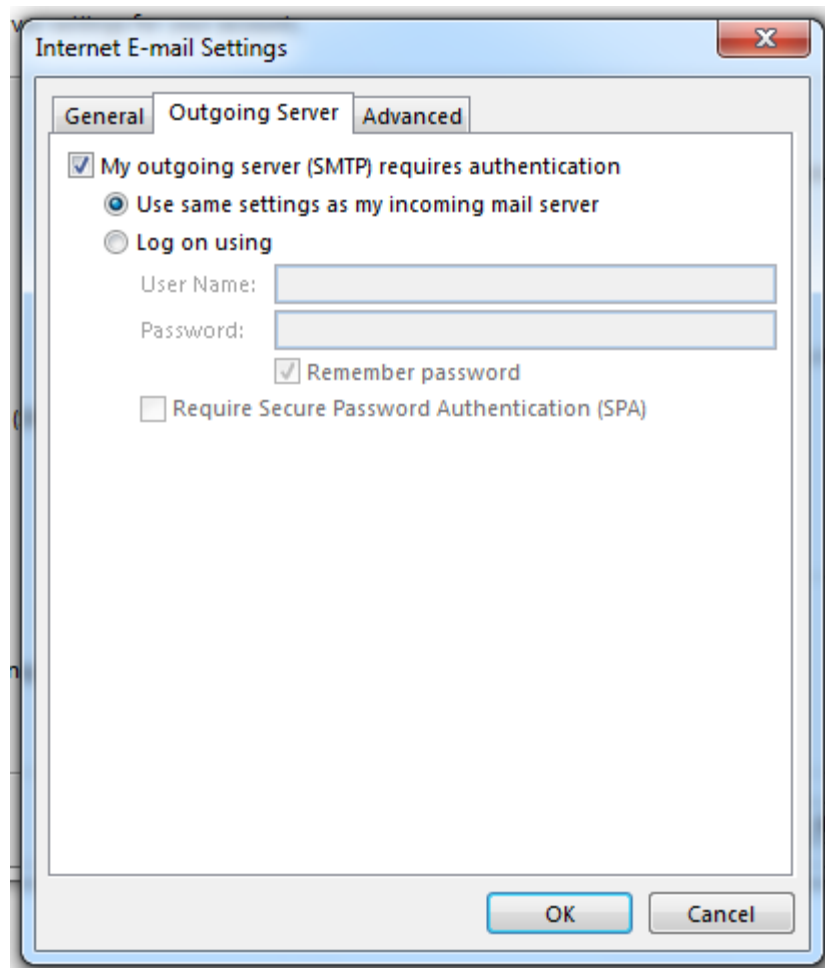
f. Under the **Outgoing Server** tab, check the box for **My outgoing server (SMTP) requires authentication** and select the radio button for **Use same settings as my incoming mail server**

g. Click on the **Advanced** tab

h. Use the screenshot below to properly input the server port numbers and authentication
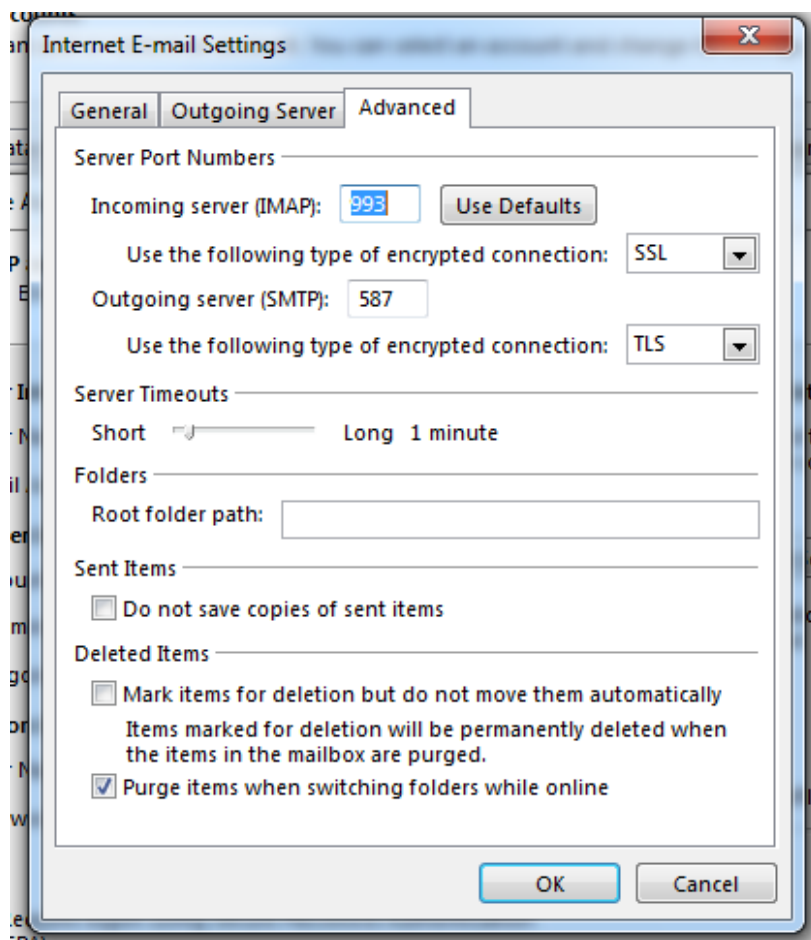
i. IMAP port should be **993** and **SSL** should be used for encrypted connection.
ii. SMTP port should be **587** and **TLS** should be used for encrypted connection.
   NOTE: if you change to TLS, it will change the port back to 25, change it to 587.
iii. Click ok

i. Click Next

j. If you have two green checkboxes, congratulations, you have configured the account! It will now appear in Outlook.